



Heritage Builders End of Day Checklist

Initial **each line** as tasks are verified and completed.

Today's Date: _____ **Mon Tues Wed Thur Fri Sat** (circle day of week)

Project Number: _____ Project Name: _____

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| <p>_____ Job site swept and straightened up</p> <p>_____ Site vacuumed and dusted if needed</p> <p>_____ All electric tools unplugged</p> <p>_____ Power tools, pneumatic tools, and Impulse tools safely stored</p> <p>_____ All ladders taken down and safely stored</p> <p>_____ All windows closed and locked</p> <p>_____ Refrigerators/Freezers plugged in and working – open up and check</p> <p>_____ All other appliances functional if possible</p> <p>_____ Furnace/air conditioning functional</p> <p>_____ All circuit breakers on that can be</p> <p>_____ Any exposed hot wiring safely dealt with</p> <p>_____ Phones are operational</p> <p>_____ Lights and radios are turned off</p> <p>_____ Water is turned on for owners</p> <p>_____ Check new plumbing for water leaks</p> <p>_____ If no one is living in house, water is turned off, one faucet is open</p> <p>_____ Plumbing fixtures and faucets returned to service if possible</p> <p>_____ Gas valves in on position if possible.</p> <p>_____ Make SURE it is safe to turn on!</p> <p>_____ Pilot lights re-lit</p> <p>_____ Sump pumps functional and exterior</p> | <p>_____ pipng or hoses are in place</p> <p>_____ Potentially hazardous materials (such as glass) are safely stored</p> <p>_____ Stairways, holes in floors, etc. are safely covered and dealt with</p> <p>_____ Material piles are stacked neatly and covered with tarps</p> <p>_____ Fence gates are closed – safety tape is up and safety fences are up (if needed)</p> <p>_____ Trash piles are windproof – trash piles are safe – no broken glass, nails, etc.</p> <p>_____ Structure weatherproofed, tarps in place and secured against heavy winds and water!</p> <p>_____ Driveway cleared if possible – Walk driveway for nails and debris</p> <p>_____ No materials stored on lawns in one place for more than two days</p> <p>_____ Bathroom clean</p> <p>_____ Project and surroundings clean</p> <p>_____ Critical information communicated to client</p> <p>_____ Keys returned to lockbox and security system is set</p> <p>_____ All doors are locked</p> <p>_____ Check question and comment book</p> |
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